

## Savings and Investments

- ▶ If you or any members of the household have \$5000 or more in your bank accounts, please provide statements showing the last 3 months transactions for all accounts held. This includes all types of accounts e.g. savings, investments, daily accounts.
- ▶ If you or any members of the household own and/or lease a property it is vital that you let us know as soon as possible. Please contact the Income Coordinator at Bridge Housing to discuss further.

## Self Employed

- ▶ Please provide your completed and lodged Australian Tax Office return for the last financial year AND bank statements showing all transactions for the last three months for all business and personal accounts for you and any members of your household.
- ▶ Alternatively, you may provide a profit and loss statement from a registered accountant for the last financial year, AND bank statements showing all transactions for the last three months for all business and personal accounts for you and any members of your household.

### Vietnamese

Vui lòng truy cập website của chúng tôi [www.bridgehousing.org.au](http://www.bridgehousing.org.au) để đọc thông tin này bằng tiếng Việt

### Arabic

لقراءة هذه المعلومات باللغة العربية يرجى زيارة موقعنا الإلكتروني  
[www.bridgehousing.org.au](http://www.bridgehousing.org.au)

### Spanish

Por favor, visite nuestra página web [www.bridgehousing.org.au](http://www.bridgehousing.org.au) para leer esta información en español

### Chinese

请访问我们的网站  
[www.bridgehousing.org.au](http://www.bridgehousing.org.au)  
阅读中文简体信息  
請訪問我們的網站  
[www.bridgehousing.org.au](http://www.bridgehousing.org.au)  
閱讀中文繁體信息

Please visit our website and use the Google Translate function for other languages

# Calculating Your Rent



**If you have any questions please contact us at Bridge Housing for further information**

Level 9, 59 Goulburn Street, Sydney NSW 2000  
PO Box 20217, World Square NSW 2002  
T 02 8324 0800 F 02 9699 7055  
E [rentreview@bridgehousing.org.au](mailto:rentreview@bridgehousing.org.au)  
[www.bridgehousing.org.au](http://www.bridgehousing.org.au)

## Bridge Housing provides a rental subsidy to eligible households.

### How do we calculate your rent?

Your rent is calculated based on your household income and determines your eligibility for a rental subsidy. The calculation is between 25% to 30% of your assessable household income and 100% of the Commonwealth Rent Assistance you receive and your household.

Below is an example of how we calculate your rent:

Household assessable income, per week;	\$250.00
30% of the household assessable income, per week;	\$75.00
+ 100% Commonwealth Rent Assistance, per week	\$50.00
<b>Total Rent charge, per week</b>	<b>= \$125.00</b>

The subsidy varies according to the type of program and the income level of your household.

### Why does my rent change?

#### 1. The Rent Review

Bridge Housing ensures tenants are paying the correct amount of rent by conducting a rent review assessment twice a year.

#### 2. When there is a change in your household

When your income changes you must notify Bridge Housing within 21 days and provide all of the required information we need to calculate your rent subsidy.

#### 3. Tenant Sign up/Transfer

Rents for all new tenants and those who are changing address due to a transfer will be calculated during your sign-up.

## How do I notify Bridge Housing of a change to my household income?

You will need to complete a Application for Rental Subsidy and return it to Bridge Housing – pictured below:

The form is titled 'APPLICATION FOR RENTAL SUBSIDY' and includes the following sections:

- PLEASE COMPLETE AND RETURN TO BRIDGE HOUSING AS SOON AS POSSIBLE**
- DECLARATION:** I understand that in order to have my rent rebated I must provide current income details for all household members. I understand that if I have been divorced or if any of the income information provided Bridge Housing can check the rental rebate to the best of my knowledge the information I am providing is a complete and accurate statement of the people living in my household and the income they receive.
- Signature and Date:** Sign: \_\_\_\_\_ Date: \_\_\_\_\_
- PLEASE complete and return to Bridge Housing as soon as possible.** Bridge Housing, PO Box 20272, West Sydney, NSW 2002 or [email: rental@bridgehousing.org.au](mailto:rental@bridgehousing.org.au)

### This form requests

- your contact details
- details of all household members currently living in the property and
- Income details for each household member aged 18 and above

Guidelines on how to complete the Application for Rental Subsidy are found on the back of the form.

You must provide income details to confirm each household member's income.

## What information do I need to provide for my application for a rental subsidy?

### Centrelink Payments

- If you and all members of the household have provided a signed 'Bridge Housing - Centrelink Authorisation form' to access your Centrelink income details, you do not need to provide a Centrelink income statement.
- If you or any members of the household have not provided a signed 'Bridge Housing - Centrelink Authorisation form' to allow us to access your Centrelink income details, you must provide a current Centrelink income statement.
- If you or any members of the household receive Family Tax Benefit or Maintenance payments please include this income in your Centrelink Income Statement.

### Wages

- If you or any members of the household worked fixed hours per week, please provide pay slips for the last 4 weeks showing your gross wage.
- If you or any members of the household worked casual hours (they change week to week) or worked overtime, please provide pay slips for the last 12 weeks showing gross wages.
- If pay slips are not available, please request an Income from Employment form from Bridge Housing for your employer to complete.

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